

## ENGINEERING AIDE II

NATURE OF WORK IN THIS CLASS:

This is moderately complex drafting or surveying work.

Employees in this class perform moderately complex drafting or surveying work independently on an on-going basis and participate in the full range of complex technical duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties that may be assigned; nor do the examples cover all the duties that may be listed).

Performs moderately complex drafting work including making calculations, checking plans, writing descriptions of ownership and plastic scribing, striping and color separation.

Performs varied drafting work in the preparation for drawing of property maps, site plans, right-of-way and other general specifications and/or schematic plans for documentary and project purposes.

Works in a survey party as rodman and/or chainman; assists in establishing lines and grade by using the level rod, flag, tapes, or chain; cut lines or marks and drives stakes for line and grades.

Computes lot description for accurate closure; plots traverses, property right-of-way, boundaries and contour line; provides complete sketches and drawings of preliminary design work.

Makes final sketch of proposed drawing; draws charts for representation of statistical data and draws finished designs from sketches.

Assembles specifications by securing from a variety of source data such as charts, graphs, blueprints and drawings.

Reduces field notes and conducts research work in land records; may assist on field surveys.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the basic principles and practices of drafting.

Knowledge of construction materials and of methods and procedures employed in their use.

Knowledge of mathematics and its use in field surveying.

Ability to use basic survey or drafting equipment.

Ability to apply departmental standard concerning inspection and material testing.

Ability to perform moderately complex drafting.

Ability to make drawings and to copy or trace from completed survey drawings.

Ability to make mathematic computation and tabulation with speed and accuracy.

Ability to use logarithm, trigonometry and curve data tables.

Ability to perform precise engineering computation and reduce to field notes.

Skill in the use and care of equipment and instruments in drafting work.

MINIMUM EXPERIENCE AND TRAINING:

(a) 6 months of experience in drafting or survey work and graduation from high school supplemented by courses in drafting and basic mathematics.

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES  
Executive Director  
Civil Service Commission